

ORDINANCE NO. 2013 18
OF THE TOWN OF ZIONSVILLE, INDIANA

**AN ORDINANCE ESTABLISHING THE COMPENSATION TO BE
PAID TO OFFICIALS AND EMPLOYEES OF THE TOWN OF
ZIONSVILLE, INDIANA FOR FISCAL YEAR 2014.**

WHEREAS, §I.C. 36-5-3-2(b) confers upon the Zionsville Town Council ("Town Council"), the power to provide reasonable compensation for Town of Zionsville ("Town") employees.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Town Council of the Town of Zionsville, Indiana that the following is established as compensation to be paid to the respective officers and employees of the Town for 2014.

Section 1 Wages. Attached hereto as Exhibit A is the Town of Zionsville Wage Schedule and Salary Administration Guidelines - 2014 setting forth the various positions within each Department and the annual wages for work performed in the calendar year 2014. Full time employees who work only part of 2014 shall be paid a prorated portion of the annual wage based upon work performed. This 2014 Wage Schedule is hereby approved and adopted in its entirety.

Section 2. New Employees. All new full-time employees, except New Police Officer Employees as noted in Section 3 below, starting employment with the Town in 2014 shall be paid compensation at a rate to be determined by the Town Council. All employment with the Town is "at will" and subject to employment performance being satisfactory to the Town Manager and Town Council.

Section 3. New Police Officer Employees. The positions of Police Officer First Class and Police Officer Second Class for the Zionsville Police Department, as provided under Indiana law, shall be filled on a probationary basis for a one (1) year period at a salary fixed at 90% of the target salary for such position. Each of these new employees shall be subject to the review and recommendation of the Zionsville Police Chief and the Zionsville Board of Metropolitan Police Commissioners as to conduct and capacity during the probationary period.

Section 4. Part-Time Employees. The hourly wage rate for all part-time employees of the Town shall be set by the department superintendent up to the maximum hourly rate for such employees set forth in the 2014 Wage Schedule.

Section 5. Professional Services.

- a. All professional services for the Zionsville Advisory Plan Commission ("Plan Commission"), Zionsville Board of Zoning Appeals ("BZA"), Zionsville Parks and Recreation Board, Zionsville Redevelopment Commission, and other organizations under the statutory control of the Town Council shall be paid for his or her respective services as outlined and listed in each professional's Contract for Services for the year 2014.
- b. All professional services shall be contracted for and obtained within the 2014 appropriation established by the Town Council.

Section 6. Work Hours and Attendance. For all full-time employees, General Hours, Overtime, Compensatory Time Off and Work Hours for Police and Fire shall be as outlined in the Zionsville Employee Policy Handbook, as adopted by the Town Council in September, 2002, as amended.

Section 7. Holidays. The schedule of holidays and dates celebrated by time off work for pay in 2014 is attached hereto as Exhibit B.

Section 8. Insurance Benefit. All full-time employees shall be eligible to receive group health, life, hospitalization and dental insurance, with the Town to pay the following based upon the insurance option chosen by the employee:

a. HMO Option

Town to pay 90% of the premium cost of such insurance for the employee, and 85% of the cost of the premium for insurance for spouses and dependents included on the Town's Plan; or,

b. High Deductible Option

Town to pay 90% of the premium cost of such insurance for the employee, and 85% of the cost of the premium for insurance for spouses and dependents included on the Town's Plan.

Under this option, the employee may also choose to open a Health Savings Account (HSA). The contribution of all or some of the difference between the HMO Option cost and the High Deductible Option cost by the employee into their HSA is encouraged. To any such employee contribution, the Town will contribute 90% of the same portion of the Town's savings (the difference between the Town's portion of the HMO Option cost and the High Deductible Option cost).

For example, if an employee elects to contribute 100% of **their** cost savings to their HSA, the Town will contribute 90% of the **Town's** savings to the employee's HSA.

The Town's contribution is limited to 90% of the difference between the Town's cost of the HMO Option and the High Deductible Option.

Section 9. Secretary Appointments. The Clerk of the Town Court, Secretary of the Plan Commission and Secretary of the BZA are to be appointed by the body authorized by statute to make such appointments.

Section 10. Employee Policy Handbook. Reference is made to the Zionsville Employee Policy Handbook, which was adopted by the Town Council in September, 2002, as amended, for additional policies, conditions and procedures applicable to officials and employees of the Town.

Section 11. Construction of Clause Headings. The clause headings appearing herein have been provided for convenience and reference and do not purport and shall not be deemed to define, limit or extend the scope or intent of the clause to which they appertain.

Section 12. Repeal of Conflicting Ordinances. The provisions of all other Town ordinances in conflict with the provisions hereof, if any, are of no further force or effect and are hereby repealed.


Section 13. Severability. If any part of this Ordinance shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remainder of this Ordinance.

Section 14. Duration and Effective Date. The provisions of this Ordinance shall be in full force and effect from and after its passage and adoption upon its signature by the Town's executive in the manner prescribed by I.C. §36-5-2-10(a) and until its repeal by ordinance.

Introduced and filed on the 2nd day of December, 2013. A motion to consider on First Reading was sustained by a vote of 7 in favor and 0 opposed, pursuant to Indiana Code §36-5-2-9.8.

DULY PASSED AND ADOPTED this 2nd day of December, 2013, by the Town Council of the Town of Zionsville, Boone County, Indiana, having been passed by a vote of 7 in favor and 0 opposed.

TOWN OF ZIONSVILLE, INDIANA
BY ITS TOWN COUNCIL



Jeff Papa, President

For


Opposed



Timothy R. Haak

For

Opposed



Elizabeth Hopper

For

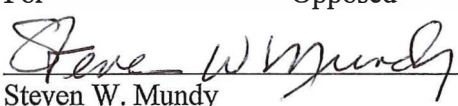
Opposed



Thomas A. Schuler

For

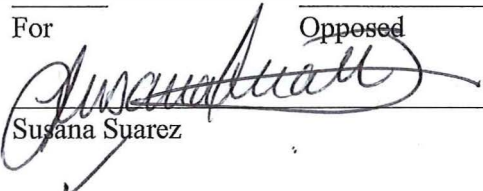
Opposed



Steven W. Mundy

For

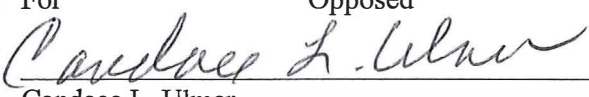
Opposed



Susana Suarez

For

Opposed



Candace L. Ulmer

For

Opposed

ATTEST:



John J. Yeo
Zionsville Clerk/Treasurer

EXHIBIT A
2014 SALARY ORDINANCE

Town of Zionsville

**WAGE SCHEDULE
AND
SALARY ADMINISTRATION GUIDELINES**

EXHIBIT A

Town of Zionsville Wage Schedule - 2014

and Salary Administration Guidelines - December 2, 2013

DEPARTMENT/POSITION		Rating	pay from GEN'L FUND	pay from SEWER FUND	pay from MVH FUND	pay from PARK FUND	pay from FIRE FUND	BASE SALARY*	<u>Maximum</u> Performance Increase (to base salary)
Administration									
	plan comm member		100%					\$480.00	
	BZA member		100%					\$240.00	
	town council member		100%					\$5,000.00	
	town council president		100%					\$10,000.00	
X	clerk/treasurer	66.8	100%					\$72,347.00	1.95%
	claims clerk	31.9	100%					\$44,821.00	1.75%
	sewer clerk	31.9		100%				\$44,821.00	1.75%
	court clerk	31.9	100%					\$44,821.00	1.75%
X	town manager	86.5	100%					\$88,374.00	1.95%
X	Dir. Of Plan. & Ec. Dev.	69	100%					\$75,113.00	1.95%
	Assistant Planner	40.8	100%					\$51,600.00	1.75%
X	IT director	61	100%					\$65,836.00	1.95%
	Building Tech. Coordinator	50.8	100%					\$45,000.00	1.75%
	sr. inspector/p.a.	51.9	100%					\$60,262.00	1.75%
	building inspector	50	100%					\$58,675.00	1.75%
	compliance inspector	40.8	100%					\$51,600.00	1.75%
	twm mgr admin assist	40.8	100%					\$51,659.00	1.75%
	plan admin assistant	31.9	100%					\$44,821.00	1.75%
	judge		100%					\$6,000.00	
	prosecutor		100%		per court session			\$220.00	
	maintenance - 30 hrs/wk		100%					\$17,919.00	
	Safety board member		100%					\$360.00	
	Safety board president		100%					\$540.00	
Police									
X	chief of police	77.7	100%					\$80,727.00	1.95%
X	captain - operations	60	100%					\$66,873.00	1.95%
X	captain - admin.	60	100%					\$66,873.00	1.95%
X	lieutenant	54.4	100%					\$61,891.00	1.75%
	sergeant - operations	47.9	100%					\$56,910.00	1.75%
	detective/specialist	46.2	100%					\$55,045.00	1.75%
	deputy marshal II	43.3	100%					\$53,423.00	1.75%
	deputy marshal I	38.8	100%					\$49,968.00	1.75%
	admin assistant	31.9	100%					\$44,821.00	1.75%
	part time		100%				max per hour	\$11.00	
	police commissioner		100%	(non T.C. member)			per meeting	\$25.00	
Fire									
X	fire chief	79.6				100%		\$82,697.00	1.95%
X	deputy chief	69.8				100%		\$75,820.00	1.95%
X	division chief	63.1				100%		\$70,000.00	1.95%
	captain	55.2				100%		\$67,361.00	1.75%
	lieutenant	48.5				100%		\$57,299.00	1.75%
	firefighter II	44.7				100%		\$54,400.00	1.75%
	firefighter I	41				100%		\$51,563.00	1.75%
	part time					max per h	100%	\$20.00	
	admin assistant	31.9				100%		\$44,821.00	1.75%
	** paramedic					100%		\$4,000.00	
	** mechanic					100%		\$4,000.00	

** Annual stipend is based upon semi-annual performance reviews completed by the Fire Chief or designee. Ammounts shall be compensated in arrears one half on July 1, 2014 and one half on December 15, 2014

**Town of Zionsville Wage Schedule - 2014
and Salary Administration Guidelines - December 2, 2013**

DEPARTMENT/POSITION	Rating	pay from GEN'L FUND	pay from SEWER FUND	pay from MVH FUND	pay from PARK FUND	pay from FIRE FUND	BASE SALARY*	<u>Maximum</u> Performance Increase (to base salary)
Wastewater								
X superintendent	73.3		100%				\$80,566.00	1.95%
chief operator	52.7		100%				\$62,300.00	1.75%
maintenance supervisor	51.3		100%				\$54,900.00	1.75%
lab technician	45.4		100%					
plant operator II	33.5		100%				\$46,848.00	1.75%
plant operator I	27.3		100%				\$41,281.00	1.75%
labor - part time			100%		max per hour		\$12.00	
Street & Stormwater								
X superintendent	71.5			100%			\$75,741.00	1.95%
stormwater coordinator	48.3			100%			\$53,000.00	1.75%
team leader	38.3		8%	92%			\$49,593.00	1.75%
street technician II	31.3		8%	92%			\$44,229.00	1.75%
street technician I	25.8		8%	92%			\$40,020.00	1.75%
labor - part time				100%	max per hour		\$11.00	
admin assistant	31.9			100%			\$44,821.00	1.75%
Parks & Recreation								
park board member					100%		\$480.00	
X superintendent	65.2				100%		\$68,720.00	1.95%
X ass't. superintendent	45				100%		\$53,783.00	1.75%
park technician II	27.1				100%		\$41,652.00	1.75%
park technician I	21.7				100%		\$36,825.00	1.75%
X naturalist	39				100%		\$47,710.00	1.75%
labor - part time				max per hc	100%		\$12.00	

***Salary for time worked in calendar year 2014**

X = exempt status per FLSA

See "Zionsville Salary Administration" for guidelines to be used for administering salary increases for 2014 - attached.

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Zionsville Salary Administration, 2014

Zionsville has adopted a 1.5% salary increase to total payroll for the calendar year 2014. This will be the first time that consideration has been given to both the salary position in the general market place as well as the individual employee performance on their job. The market place data is derived from the salary survey completed with neighboring communities as well as the IACT statewide survey, both completed in 2013. The local survey compares a number of representative positions but not all positions.

The comparison of the Zionsville salaries against neighboring communities can be seen in the graph labeled "2013 Market Curve/2013 Zionsville Curve". This curve positions salary and job ratings for both entities. The salary differential between that of a Zionsville employee and a similar employee in the market place becomes larger as the job becomes more highly rated. At the most basic job level there is essentially no difference in salaries. At the highest level job (town manager/mayor), there is a difference of just under 18%. Job function at the highest level is also the most diverse and should not be regarded as equal in scope and responsibility across all of the surveyed communities. On the other hand, job responsibility at the lower levels are generally very similar and the correlation much more precise.

Individual performance is to be measured against both goals as well as other job factors by each supervisor. This process is in its second year and includes the participation of the employee and supervisor during the course of the year with a final evaluation being done at year-end. The results in a rating of two levels of acceptable performance: "Meets Expectations" or "Exceeds Expectations". There are also two levels of unacceptable performance, both requiring improvement in order to remain an employee in good standing, but neither eligible for a salary increase.

The following is a recommended guideline to be used for administering salary increases for 2014:

Individuals in positions up to salary class 60:

Meeting Expectations: A salary increase of 1.4% to their base salary.

Exceeding Expectations: A salary increase of 1.75% to their base salary.

Individuals in positions of salary class 60 and higher:

Meeting Expectations: A salary increase of 1.55% to their base salary.

Exceeding Expectations: A salary increase of 1.95% to their base salary.

The following conditions would also be applied:

1. Total town payroll cannot exceed an increase of more than 1.5% due to salary increases to employees.
2. For employees below salary class 60, total payroll for each department cannot exceed an increase of more than 1.5% due to increases to employees. Departments consist of: Police, Fire Department, Wastewater, Parks & Recreation, Streets, Planning, Clerk Treasurer's Office and Administration.
3. Employees at salary class 60 and above, the total increase to salary for this group cannot cause the total payroll to exceed 1.5% and if needed, will be reduced by an across-the-board reduction in order to keep total payroll at the 1.5% level.

Examples of pay changes using these guidelines:

Average job rated <60: Meeting Expectations: would receive \$668/year increase.
Exceeding Expectations: would receive \$835/year increase.

Average job rated 60+: Meeting Expectations: would receive \$1,166/year increase.
Exceeding Expectations: would receive \$1,467/year incr.

The differential between "Meeting Expectations" and "Exceeding Expectations" is a 25% difference in the merit increase received by the employee. While the initial differentiation in total salary is not significant, over time the employee that consistently is rated "Exceeding Expectations" will become substantial.

While the current pay position for Zionsville employees is sound, a more complete pay philosophy will need to be developed as the best performers may, at some point, start to exceed the market. Before this is reached, making a decision to limit top performers to the XX percentile of the market, for example, should be considered. Typically this might be a target of the 85th or 90th percentile.

EXHIBIT B
2014 SALARY ORDINANCE

Town of Zionsville

SCHEDULE OF HOLIDAYS – 2014

New Year's Day	Wednesday	January 1, 2014
Martin Luther King Jr. Day	Monday	January 20, 2014
Presidents' Day	Monday	February 17, 2014
Primary Election Day	Tuesday	May 6, 2014
Memorial Day	Monday	May 26, 2014
Independence Day	Friday	July 4, 2014
Labor Day	Monday	September 1, 2014
Election Day	Tuesday	November 4, 2014
Veteran's Day	Tuesday	November 11, 2014
Thanksgiving	Thursday	November 27, 2014
Day after Thanksgiving	Friday	November 28, 2014
Christmas	Thursday	December 25, 2014
Day after Christmas	Friday	December 26, 2014